FLORIDA POLYTECHNIC UNIVERSITY

Creating a Positive First Impression

And How to Give a Quick Introductory Presentation

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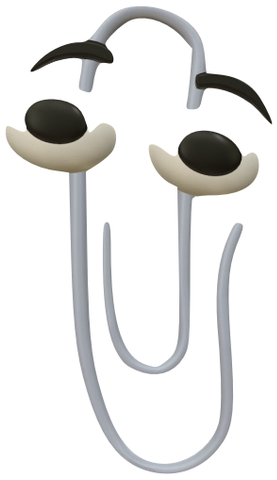
*Slides are adapted from Dale Carnegie's High Impact Presentations Workshop and other supplemental material.

Creating a Positive First Impression

Learning Objectives

- Establish a positive first impression
- Establish a personal benchmark as a presenter
- Identify personal objectives for public speaking
- Develop rapport with the audience
- Create a vision for yourself as a communicator



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Creating a Positive First Impression

Why is it important to establish a positive first impression?

- **Quick Judgment:** People form judgments in seconds, and a positive first impression creates a favorable perception.
- **Building Trust:** A strong first impression fosters trust, essential in relationships.
- **Open Communication:** Positive impressions encourage openness and collaboration.
- **Lasting Impact:** First impressions often have long-lasting effects on future perceptions.
- **Positive Influence:** Favorable impressions make it easier to influence others.
- **Reducing Barriers**: Good impressions lower barriers and smooth interactions.
- **Opportunity Recognition:** Positive impressions increase chances of seizing opportunities in interviews and networking.

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Creating a Positive First Impression

How can you help to establish a positive first impression in public speaking? (1)

- **Confident Body Language:** Stand tall, make eye contact, and use open gestures to engage the audience.
- **Warm Smile:** Smile genuinely to convey friendliness and create a welcoming atmosphere.
- **Polished Appearance:** Dress appropriately and maintain good grooming to reflect professionalism.
- **Strong Opening:** Start with an attention-grabbing anecdote, quote, or fact, and state your main points clearly.
- **Enthusiastic Tone:** Speak with energy, using varied tone and pitch to keep the audience engaged.

Creating a Positive First Impression

How can you help to establish a positive first impression in public speaking? (2)

- **Connect with Audience:** Research your audience and use relatable examples to tailor your message.
- **Clear Communication:** Speak clearly, avoid jargon, and maintain a balanced pace.
- **Positive Attitude:** Stay optimistic and avoid negative language or alienating topics.
- **Humor:** Use humor carefully to connect, keeping cultural sensitivities in mind.
- **Preparation:** Practice thoroughly to boost confidence and ensure smooth delivery.
- **Interactive Elements:** Engage the audience with questions or activities to enhance interaction.

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How to Stop Worrying

Fundamental Principles for Overcoming Worry

- **Present Focus:** Concentrate on today's tasks, avoiding distractions from past mistakes or future worries.
- **Time Management:** Prioritize and manage your time effectively to achieve daily goals.
- **Mindfulness:** Stay fully present to reduce stress and better handle challenges.
- **Avoid Procrastination:** Focus on immediate tasks to prevent delaying important work.
- **Positivity:** Maintain a positive attitude, despite past or future uncertainties.
- **Facing Trouble:**
  - Identify the worst possible outcome.
  - Prepare to accept it.
  - Work to improve the situation.

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How to Stop Worrying

Basic Techniques in Analyzing Worry

- **Gather Facts:** Collect all relevant information.
- **Analyze:** Weigh the facts carefully, then decide.
- **Take Action:** Once decided, act immediately.
- **Problem-Solving Questions:**
  - What is the problem?
  - What are the causes?
  - What are the possible solutions?
  - What is the best solution?

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How to Stop Worrying

Break the Worry Habit Before it Breaks You

- **Stay Busy:** Keep yourself engaged in meaningful activities.
- **Avoid Trifles:** Don't stress over insignificant matters.
- **Law of Averages:** Use it to minimize unnecessary worries.
- **Accept the Inevitable:** Cooperate with what you can't change.
- **Limit Anxiety:** Decide how much concern is reasonable, and don't exceed it.
- **Let Go of the Past:** Focus on the present, not past mistakes

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How to Stop Worrying

Using the Law of Averages to Outlaw Worries

- **Law of Averages:** Over time, outcomes tend to balance out toward the average
- **Application:** Understand not every fear or negative outcome will happen; things balance out.
- **Manage Expectations:** Accept setbacks as part of life and focus on the overall balance of successes and failures.
- **Reduce Overthinking:** Avoid excessive worry by letting go of unrealistic fears.
- **Find Balance:** Stay grounded in both optimism and realism, recognizing life's natural ups and down

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How to Stop Worrying

Don’t *Worry* About Criticism

- Remember that unjust criticism is often a disguised compliment
- Do the very best you can.
- Analyze your own mistakes and criticize yourself.
- Take criticisms and feedback in the best possible light and use it to help you improve.

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Worry and Fear of Public Speaking

A Simple Trick to Overcome the Fear of Public Speaking

- The audience is not thinking about you!!!
- What were you thinking while driving to campus today or while walking to class?
  - Was it "…gosh, I sure hope Dr. So and So gives a really good Presentation!"?
  - Or was it "…. the weekend is coming up wonder what I should do? Oh, that dinner last night was awesome, I should make that again."
- You were thinking about you and your life, not what the presenter was going to do.
- **Remember, the audience is NOT thinking about you!**

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In Class Activities

Overview

- **As time permits we will be doing as much of the following for the remainder of today through Friday:**
  - **Basic pop-up introduction presentation in front of the class**
    - Will be done after practice with a “buddy”
    - Your “buddy” will record your presentation with your phone
- **After all people in the class have presented you will review your video with your buddy to determine:**
  - What you did well, and where you could improve
- **Second pop-up presentation in front of class will follow the same format as the first presentation (rehearse with buddy and buddy records with your phone)**
  - As time permits you will review your presentation with your buddy to look for improvements
- **An individual assignment will follow where you formally reflect on your experience and chart out speaking goals moving forward**

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Pop Up Presentation 1

Purpose and Guidelines

- Career Fair - October 1st
  - You will have 30 seconds to 1 minute to make a positive first impression by introducing yourself
- Our in Class Pop Up presentation will be similar to how you might construct an introduction to a recruiter
- Remember tips and tricks for making a positive first impression (and why it's important) from previous slides
- For our in class exercise you must follow the script and your overall presentation should be about 30-45 seconds
- When not presenting you should give your focus and attention to the presenter, not your phone or friends in the class!

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Pop Up Presentation 1

The *Script*

*Hello, my name is **(insert your name)**!*

*I am **(insert 3 adjectives)** and studying **(insert academic major)**.*

*I've developed skills in **(insert relevant skills)**, which I applied during **(brief mention of a relevant project or experience)**.*

*I'm excited to bring my strengths in **(insert unique strength)** to contribute to **(insert company name)***

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Pop Up Presentation 1

Example *ADJECTIVES*

OPEN-MINDED

CONFIDENT

OPTIMISTIC

CREATIVE

RELIABLE

PUNCTUAL

AMBITIOUS

GENEROUS

DILIGENT

ADAPTABLE

ENERGETIC

EMPATHETIC

COURAGEOUS

ENTHUSIASTIC

RESILIENT

SELF-DISCIPLINED

COMPASSIONATE

RESPONSIBLE

PATIENT

HONEST

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Example Pop Up Presentation

The Right Amount of Text for a Slide

- Here, your professor will demonstrate an example pop-up presentation.
- Notice that slides here are not a wall of text.
- There’s also an image that describes what’s going on.
- Never end a sentence with a preposition.

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Pop Up Presentation 1

DO IT!

- **Prepare your script:** Do not write it down verbatim, just simple notes. For example write the adjectives you want to use and maybe some keywords you will use to describe your high level project goal. *(5 minutes)*
- **Rehearse with buddy:** Find a buddy in class, stand up, face each other and take turns rehearsing what you plan to say. Should be able to get through 2-3 iterations. *(5 minutes)*
- **Present to the class:** One at a time, come to the front of the class and *perform* your pop-up presentation while your buddy uses YOUR phone to video record the presentation. When you are in the audience be respectful and pay full attention to the speaker. *(30-45 minutes)*
- **Review your performance:** After everybody has presented review your presentation with your buddy, write down two things you think you did well and one thing you think you could improve upon. Refer to previous slides about making a positive first impression.

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Pop Up Presentation 2

Purpose and Guidelines

- Recognize your strengths and areas for improvement from Pop Up Presentation 1
- Give yourself another try at presenting
  - Having successful or better than expected outcomes builds confidence, and confidence helps you to present
- A chance to try an incorporate intentional gestures and voice modulation

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Pop Up Presentation 2

The *Script*

*Hello, my name is __**(insert your name)**__!*

When it comes to public speaking I am:

__(first fact - strength)__

__(second fact - strength)__

__(third fact - opportunity)__

__(CLOSER)__

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Pop Up Presentation 2

Closing a Presentation

- The opening of a presentation should create a positive first impression. The closing should provide a lasting final impact.
- **Key Points**
  - Leave a positive lasting impression
  - Persuade with logic
  - Be brief
  - Build to a crescendo so your last words have impact
- **Techniques**
  - Tie back to your opening or the theme of your message
  - Speak on a personal level (example: “I look forward to honing my presentation skills!”)
  - Dramatize ideas
  - Use a visual that has great impact

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Pop Up Presentation 2

Intentional Practice Items

- **Confident Body Language:**
  - Stand tall, with your shoulders back and head held high.
  - Make eye contact with the audience to convey confidence.
  - Use open and inviting gestures to engage the audience.
- **Warm and Genuine Smile:**
  - Smile genuinely to convey approachability and friendliness.
  - A warm smile helps in creating a positive and welcoming atmosphere.
- **Enthusiastic Tone of Voice:**
  - Speak with enthusiasm and energy to keep the audience engaged.
  - Vary your tone and pitch to add dynamism to your speech.

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Pop Up Presentation 2

DO IT!

- **Prepare your script:** Do not write it down verbatim, just simple notes. For example just write a keyword for each fact and a keyword or two for your closer. *(5 minutes)*
- **Rehearse with buddy:** Find a buddy in class, stand up, face each other and take turns rehearsing what you plan to say. Should be able to get through 2-3 iterations. *(5 minutes)*
- **Present to the class:** One at a time, come to the front of the class and *perform* your pop-up presentation while your buddy uses YOUR phone to video record the presentation. When you are in the audience be respectful and pay full attention to the speaker. *(30-45 minutes)*
- **Review your performance:** After everybody has presented review your presentation with your buddy, write down any changes you notice from the first pop up presentation.

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